

1006 - SPECIAL PROJECTS COORDINATOR

NATURE OF WORK

Coordinates various management, operational, and capital projects that address various needs and desires of the City Commission, residents, and community groups.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Implements management (special services) districts, manage contracts and monitors operations.

Works with Homeowners Associations to implement neighborhood security services including construction and installation of equipment, and management and operations of services (Normandy Shores) or assist neighborhood with creation of special taxing district through Dade County (Normandy SUD).

Coordinates the planning and implementation of the underground conversion of overhead electric, telecommunications and television cable facilities in several areas of the City - Sunset Islands 3 & 4, Allison Island, Palm and Hibiscus Islands, Purdy Avenue, 20th Street and Terminal Island.

Coordinates implementation of various street scape projects - e.g. Espanola Way, Sunset Harbour.

Researches and prepares the Administration's response to various issues such as inquiries from the Mayor and City Commission, residents and community groups.

Prepares all commission memoranda, works with City Attorney to draft resolutions and ordinances required for approval by City Commission and necessary to implement projects.

Performs all requirement elements for creation and renewal of management districts and special assessments to fund these districts established to provide special services to designated areas within the City, oversee operations, and monitor expenditures and contracts.

Works with business associations to determine needs, staffing, funding, and method of assessment for the districts.

Reviews requests for funding and recommends approval.

Monitors operations and expenditures for compliance with management agreements.

Serves as Legislative Coordinator with city departments, city commission and civic organizations to develop and prioritize list of State initiatives including amendments to existing State Statutes and funding for various City programs and projects.

Coordinates with Legal Department to draft proposed legislation.

Coordinates implementation of State initiatives with the City's lobbyists.

Works closely with lobbyists during Legislative Session to communicate the City's position on proposed actions.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles of general management, public and business administration, and their application to governmental administration.

Thorough knowledge of the principles of public personnel administration and of City personnel policies and

procedures.

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Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the sources of availability of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Knowledge of public relations principles and practices.

Ability to supervise subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgement and discretion in devising, installing and/or interpreting City rules, regulations, policies or procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

Ability to carry out complex verbal and written instructions.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures, and apply these to a variety of problems.

MINIMUM REQUIREMENTS

Bachelor's degree in Civil or Industrial Engineering, Planning, or Public/Business Administration. Considerable responsible and varied administrative/managerial experience in planning, development and implementation of a wide variety of projects. Possession of a valid, appropriate driver's license and an acceptable driving record. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with little direct supervision and with latitude for use of independent judgement in the selection of work methods and procedures. Work is subject to review for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

May supervise and be accountable for the work of subordinate administrative or clerical employees.

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